



**CORNERSTONE**

*Community Action Agency*

## **NOTICE:**

### **Request for Proposals:**

Cornerstone Community Action Agency has a contract with the Texas Department of Housing and Community Affairs to provide Heating and Cooling Services to low-income homes in a seven (7) county area. **The counties are Brown, Callahan, Coleman, Comanche, Eastland, McCulloch, and Runnels.** Should your business not serve all seven (7) counties, you are free to bid on the counties that are in your service area. Proposals will be accepted to procure the following services.

- Installation /repair of window A/C units
- Space heaters
- Repair of HVAC systems

A contract pursuant to this solicitation, if awarded, for the first year will be for a period of 12 months with an option to renew for an additional 4 years, contingent upon availability of funds.

Proposal packets for Heating and Cooling will be available for pick up Monday, November 27, 2023. Interested parties should contact Cornerstone Community Action Agency Coleman, Texas 76834, Monday through Thursday between the hours of 8:00 AM - 5:00 PM and Friday between the hours of 8:00 AM - 3:00 PM. Deadline to submit Sealed Bid is 2:00 p.m., December 6, 2023. The public Sealed Bid opening will be held on December 8, 2023 in the Cornerstone CAA's office only complete Sealed Bids will be accepted.

#### ***Contact:***

Shenika Arredondo, Community Service Director | 114 Needham Coleman, TX 76834 |  
Phone: 325-625-4167 | Fax: 325-625-6335 | [Shenika.arredondo@cornerstonecaa.org](mailto:Shenika.arredondo@cornerstonecaa.org)

*Serving: Brown, Callahan, Coleman, Comanche, Eastland, McCulloch and Runnels Counties*



**CORNERSTONE**

*Community Action Agency*

## **Request for Proposal Schedule**

### **DATE**

### **ACTIVITY**

November 30, 2023	Five-day advertisement on Social Media and newspapers (BWD & Eastland papers)
November 30, 2023	Request for Proposal packets available for Pick-up or email
December 18, 2023	Request for Proposal packet submission 2:00 p.m. Deadline
December 18, 2023	Request for Proposal opening 10:00 a.m.
December 19, 2023	Score Request for Proposal packets and submit results to agency's Executive Director
December 21, 2023	Mail notification to Request for Proposal
January 4, 2024	Deadline to submit disputes 1:00 p.m.
January 8, 2024	Review any disputes & protests
January 15, 2024	Mail final status regarding disputes & protests
January 19, 2024	Sign contract (1yr contract annually for 5 yrs.)



**CORNERSTONE**

*Community Action Agency*

## **Table of Contents**

Notice.....	1
Request for Proposal Schedule.....	2
Table of contents.....	3
Material Installation Standards (Request for Proposal Certification) ...	4-5
Instructions.....	6-9
Scoring Criteria.....	10
Schedules A.....	11-13
Schedule B.....	14-15
Schedule C.....	16-17
Schedule D.....	18
Requirements of the Agency.....	19-21
Contract Provisions.....	22-25
Sample Contract.....	26-31



**CORNERSTONE**

*Community Action Agency*

## **Material Installation Standards**

**CORNERSTONE COMMUNITY ACTION AGENCY  
HEATING AND COOLING  
REQUEST FOR PROPOSAL CERTIFICATION**

Contractor and Company Name:	
Other Company Names or DBA's	
SSN or Employer's Federal ID Number	
Mailing Address:	
Telephone:	
FAX:	

I understand that Contractors and subcontractors must not be debarred, suspended, or ineligible according to the US General Services Administration's List of Parties Excluded from Federal Procurement or Non-Procurement Programs. Verification of contractor eligibility shall be obtained from the Texas Department of Housing and Community Affairs prior to awarding a contract.

I understand that I must carry adequate general liability and worker's compensation insurance. This insurance must be applicable to work done in the counties listed in the proposal and must be in effect during the entirety of the contract period. Evidence of such insurance must be presented prior to the execution of the contract.

I understand that all work must be completed according to the Texas Department of Housing and



CORNERSTONE

*Community Action Agency*

Community Affairs and Cornerstone Community Action Agency guidelines and conform to all applicable codes and general specifications.

I certify that I am not a board member, officer, employee or former employee or agent of Cornerstone Community Action Agency nor am I a family member, spouse of a board member, officer, employee or agent of Central Texas Opportunities, Inc.

I have been provided with a copy of the Request for Proposals package, reviewed the documents, and I certify that all work completed will meet or exceed these standards and specifications. I further understand that if work performed is found to be unsatisfactory by Cornerstone Community Action Agency or if the relations between my company, homeowner or other parties are found to be unsatisfactory, it may result in debarment from future Cornerstone Community Action Agency contracts.



**CORNERSTONE**

*Community Action Agency*

**Cornerstone Community Action Agency request for  
proposal instructions / information**

**General Instruction:**

1. I understand that I must report only fully completed units to the Agency. I understand that I cannot alter any work without the authorization of the Agency.
2. I agree to provide Cornerstone Community Action Agency with a forty-five (45) day no interest charged for payment. Payments are made as individual units are totally completed and pass final inspection by the Agency.
3. I agree to provide the proposed services without frequent delays.
4. I understand that I must provide a one-year warranty on all the work and that failure to complete the warranty work may result in debarment from future contracts.
5. I understand that I must complete all work within the period specified in the contract.
6. I will abide by the Texas Department of Housing and Community Affairs regulations pertaining to equal employment opportunity.
7. I understand that selected contractor(s) may be required to undergo background and credit verification prior to execution of contract.
8. I understand that Cornerstone Community Action Agency reserves the right to reject all Request for Proposals.
9. No member, officer, agency, or employees of Cornerstone Community Action Agency shall be personally liable concerning any matters arising out of or in relation to the commitment heating and cooling funds with regards to feasibility or validity of the proposed subject.

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Contractors Name (please print)

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Contractor's Signature

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Date



**CORNERSTONE**

*Community Action Agency*

**Cornerstone Community Action Agency request for  
proposal instructions / information**

**General Instruction**

The Request for Proposal must be submitted in a secured envelope or hand delivered to, Cornerstone Community Action Agency 114 Needham Coleman, Texas 76834 no later than 2:00 p.m. on December 6, 2023. Request for Proposals received after the deadline will be automatically rejected.

**The secured envelope must be clearly marked as follows:**

**Request for Proposal Response: CEAP Program  
Attention: Community Service Director**

A contract pursuant to this solicitation if awarded for the first year will be for a period of twelve (12) months with an option to renew it for an additional four years, contingent upon availability of funds.

Both successful and unsuccessful Request for Proposals will be given prompt written notice.

Cornerstone Community Action. reserves the right to refuse any and/or all Request for Proposals.

Contracts will be awarded to the lowest, most responsible, and responsive Request for Proposal(s) utilizing the pre-established scoring criteria.

**Request for Proposal should include any or all the counties in CCAA service area that include the counties of Brown, Callahan, Coleman, Comanche, Eastland, Runnels and McCulloch.**

**The complete Request for Proposal Packet must include the following in the order stated:**

Tab Number	Document	Description
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1	Cover Letter	Letter on Agency/organization letterhead including contact person(s) telephone and fax number.
2	Schedule A - Integrity, Financial Resources and Financial Obligations	Provide reference information
3	Schedule B – Record of Past Performance & Technical Resources	Provide reference information
4	Schedule C – Price List	The material and labor must be provided as indicated. All fields must be completed. The Request for Proposal prices must be added to the total. Request for Proposals amount. If the total amount indicated is incorrect, the Request for Proposal will be automatically rejected.
5	Request for Proposal Certification	Must be signed and dated.
		the material and labor must be provided as indicated. All fields must be completed. The Request for Proposal prices must be added to the total. Request for Proposals amount. If the total amount indicated is incorrect, the Request for Proposal will be automatically rejected.





CORNERSTONE

*Community Action Agency*

**Note:**

- We will reject your Request for Proposal if it is incomplete and/or illegible.
- The selected Request for Proposal will be for checked heating & cooling services.
- The selected Request for Proposal will be checked for cost reasonableness. If the contractor's Request for Proposals is too high, the Agency will negotiate a lower Request for Proposals from the selected contractor, review if any item(s) were priced inappropriately or obtain a new contractor.
- Cornerstone Community Action Agency will enter into competitive negotiations if more than one Request for Proposal is selected in order to obtain a single price list.
- Each Request for Proposal or participant shall have the right to appeal any administrative issues arising from the procurement efforts to Cornerstone Community Action Agency. These issues include source evaluation, protests, disputes, and claims.

If the Request for Proposal provided is not satisfied with the decision of Cornerstone Community Action Agency, he/she may then appeal his/her grievance to Texas Department of Housing and Community Affairs provided such appeal is related to the following:

- Violations of federal laws or regulations.
- Violations of protest procedures or failure to review a complaint or protest.



**CORNERSTONE**

*Community Action Agency*

## **PROCUREMENT FOR HEATING AND COOLING SERVICES**

### **SCORING CRITERIA**

All Requests for Proposals will be scored based on the following criteria:

<b>FORM</b>	<b>DESCRIPTION</b>	<b>POSSIBLE POINTS</b>
Schedule A	Integrity	8 max
Schedule A	Financial Resources	11 max
Schedule A	Financial Obligations	6 max
Schedule B	Record of Past Performance / Technical Resources	19 max
Schedule B	Length of Experience	5 max
Schedule B	Minority owned / Woman owned business	1 max
Schedule C	Price	50 max
	<b>TOTAL POSSIBLE SCORE</b>	<b>100 points</b>

If Request for Proposal is incomplete or illegible, Request for Proposal will be automatically rejected.

Cornerstone Community Action Agency reserves the right to refuse all Request for Proposals.



**CORNERSTONE**

*Community Action Agency*

## **Schedule A**

### **Integrity, Financial Resources and Financial Obligations**

Please list two references from persons or firms that you have used as a material supplier in the past 12 months and who are familiar with your work.

#### Reference 1

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Reference 2

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

These questions will be asked when we contact the references.

#### **Integrity (8 points max)**

1. If an occasion arose, would you subcontract with this firm or person to do a job for you?
2. To the best of your knowledge has this firm or person consistently conducted their business affairs in a manner reflecting sound business judgment.



**CORNERSTONE**

*Community Action Agency*

**Financial Resources (11 points max)**

**(2 points per reference)**

1. Has this firm or person been past due on any of their payments during the last six months?

**(3 points)**

2. Provide a financial statement.

**(1 point for each “No” response)**

3. Are you or have you been involved in a Chapter 13 proceeding? \_\_\_\_\_

4. Are there any liens against your firm? \_\_\_\_\_

5. Are there any lawsuits against your firm? \_\_\_\_\_

\_\_\_\_\_

6. Have any complaints been filed against your firm with the Better Business Bureau? \_\_\_\_\_

If yes, describe the nature of the complaint and its resolution below:



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*Community Action Agency*

**Financial Obligation (6 points max) (3  
points each)**

1. Provide a Credit Reference from Financial Institution.
2. Would you be able to meet your financial obligations if your payment was held for 45 days?

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**Insurance (Required, Bid is rejected if not provided)**

1. HVAC and Plumbing License (please provide copies)



**CORNERSTONE**

*Community Action Agency*

## **Schedule B**

### **Record of Past Performance and Technical Resources**

List two work references of persons or firms for whom you have worked as a contractor to perform energy conservation work. Energy conservation work is defined as but not limited to the following tasks:

#### **Reference 1**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

#### **Reference 2**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

### **Record of Past Performance (3 points each per reference)**

These questions will be asked when we contact the references.

1. Is the quality of work of this firm or person satisfactory or poor? If satisfactory, specify in what way.  
If not satisfactory, specify in what way.
2. Has this firm or person been timely in completing projects?
3. Has this firm or person's crew operated, to the best of your knowledge, with good behavior at work sites?
4. If the occasion, would you subcontract again with this firm or person to do a job for you?

### **Length of Experience (1/2 point per year to a max of five points)**

State the number of years you have done professional Heating and Cooling contract work.

\_\_\_\_\_

### **General (1-point max)**



**CORNERSTONE**

*Community Action Agency*

Are you a minority-owned or women-owned enterprise? \_\_\_\_\_

**Insurance (Required, Bid rejected in not provided)**

1. Provide proof of liability insurance
2. Provide proof of Workers' Compensation for all employees.
3. Provide proof (provided by insurance company) of and maintain vehicle liability insurance.



## Schedule C Price List

County(ies) \_\_\_\_\_

RFP is for materials and labor listed. No substitutions allowed.

All Fields must be completed. Failure to bid on all items will result in automatic rejection of Proposal

Please provide an inclusive price which includes all associated costs ( travel, install, disposal, etc.)

Please make copies for additional counties if needed

	Single unit install		2 or more units installed	
	Material	Labor	Material	Labor
<b>CONTROLS</b>				
ASSESSMENT/DIAGNOSTIC FEE				
FOCUS PRO THERMOSTAT				
LOW PRESSURE SWITCH				
HIGH PRESSURE SWITCH				
<b>CAPACITORS</b>				
RUN CAP SINGLE				
DUAL RUN CAP				
TURBO 200				
HARD START				
<b>ELECTRICAL COMPONENTS &amp; REPAIR</b>				
CONTACTOR				
RELAY				
TRANSFORMER 40va				
CIRCUIT BOARD				
MISCELLANEOUS WIRING REPAIR PARTS				
<b>MOTORS</b>				
CONDENSER UNIVERSAL 1075 RPM				
CONDENSER UNIVERSAL 825 RPM				
CONDENSER OEM 1075 RPM				
CONDENSER OEM 825 RPM				
BLOWER MOTOR UNIVERSAL				
BLOWER MOTOR OEM				
UNIVERSAL MOTOR BRACKET				
BLOWER WHEEL				
BLOWER ASSEMBLY				
<b>GAS HEAT</b>				
INDUCER FAN MOTOR				
INDUCER PRESSURE SWITCH				
HOT SURFACE IGNITOR				
GAS VALVE UNIVERSAL				
GAS VALVE OEM				
THERMOCOUPLE				
PILOT GENERATOR				
FLAME SENSOR				
VENT PIPE PARTS				





## Schedule C Price List

	Single unit install		2 or more units installed	
	Material	Labor	Material	Labor
SEQUENCER - 4 STACK OEM				
HEAT STRIP - 1 SET				
HEAT PUMP				
REVERSING VALVE				
TIME DELAY RELAY				
DEFROST CIRCUIT BOARD UNIVERSAL				
REFRIGERANT - PROCEDURES & REPAIR				
R-22 - PER POUND				
R-410A - PER POUND				
REFRIGERANT - PROCEDURES & REPAIR				
LEAK REPAIR				
PRESSURE TEST				
LEAK DETECTION				
EVACUATION				
DRIER				
REFRIGERANT LINE SET INSULATED				
TXV				
COMPONENT CLEANING				
CLEAN EVAP COIL IN PLACE				
PARTS CLEANING				
CLEAN CONDENSER				
CLEAN BLOWER WHEEL				
1 GALLON AC COIL CLEANER				
BLOW DRAIN AND REPLACE UP TO 5 FITTINGS				
MAJOR COMPONENT REPLACEMENT				
EVAPORATOR COIL OEM				
EVAPORATOR COIL UNIVERSAL				
WINDOW UNITS - COOL ONLY				
8,000 BTU				
10,000 BTU				
12,000 BTU				
15,000 BTU				
ELECTRIC SPACE HEATER				
110 VOLT, 1500 WATT				
EVAPORATIVE COOLER				
5000 CFM				
6500 CFM				
Portable Heat/Cool				
8,000 BTU				
10,000 BTU				
12,000 BTU				
14,000 BTU				
Carpentry				
Construct or repair opening for unit				

**GENERAL CONTRACTUAL REQUIREMENTS OF THE AGENCY  
FOR THE GENERAL CONTRACTOR(S)**

1. General Contractor(s) agrees to provide heating and cooling services for any or all of the area counties that include Brown, Callahan, Coleman, Comanche, Eastland, McCulloch, and Runnels.
2. Must be courteous to the customer(s) and Agency employees. Abusive language will not be tolerated by General Contractor(s) or contractor's employees. Contractors and their crews are expected to conduct themselves in a professional manner on all job sites.
3. General Contractor(s) agrees to furnish labor, expenses, tools, equipment, workers and provide transportation of the above stated to all job sites in performances of this contract.
4. General Contractor(s) agreed to clean all debris around customer property created as a result of the work and dispose debris properly.
5. General Contractor(s) will provide adequate, fully trained, on-site supervision of all work performed under the contract.
6. General Contractor(s) agrees to schedule with the customer a time to perform the work. Upon completion, General Contractor(s) will submit an itemized original invoice for materials and labor to the CEAP office at 118 W Pecan St., Ste. 405, Coleman, Texas 76834.
7. Each home must be completed in a timely manner; and if availability of materials presents a problem, the General Contractor(s) must alert the Agency immediately, as this may require special actions to keep the work timely.
8. General Contractor(s) agrees to complete each service request received within **seven (7) working days** (unless weather or emergency related delay or if it is a Multi-Family Unit and approved by the Agency) or be subject to a fine of \$50.00 per day for each day the General Contractor(s) is in violation of the original contract agreement.



CORNERSTONE

*Community Action Agency*

9. General Contractor(s) may only refuse a service request without contract termination for the following reasons:
  - General Contractor(s) has deemed the premises unsafe due to health and or safety reasons.
  - Should the appeal of this service request be deemed acceptable, upon review, General Contractor will be in violation of contract for refusal of service request.
  - General Contractor(s) understands that refusal of any service request will result in termination of this contract upon denial of an appeal.
10. General Contractor(s) is responsible for installation of materials in a workman like manner to meet inspection standards of all applicable local codes and specifications. **Should no more stringent local code exist, International Residential Code (IRC) shall prevail.** The General Contractor(s) agrees to replace at his expense any materials that, upon inspection by the Agency, are determined to be improperly installed.
11. The Agency agrees to make payment for labor and materials after homes have been repaired in a workman like manner and Final Inspection is completed, signed, and dated by the homeowner. Should return work be required, the General Contractor(s) will ensure that this work is completed within 5 working days from the date of notification. If a third Final Inspection is required for return work the General Contractor(s) will ensure that this work is completed within 2 working days and Cornerstone Community Action Agency will charge the General Contractor(s) a fee of \$200.00 for third



Final Inspection and/or possible contract termination.

12. No alterations will be made on work to be performed without prior approval. General Contractor(s) agrees to contact the CTO office when a **Change Order** is necessary to complete a job. General Contractor(s) is required to submit a written Change Order request to include the following information: reason for the Change Order, the amount of the Change Order and the adjusted cost of the job. The Change Order will be sent to Texas Department of Housing and Community Affairs for review and approval/disapproval. Should the General Contractor(s) not receive approval prior to any work changes, the **General Contractor(s) will bear the cost** of the Change Order in its' entirety, **not Central Texas Opportunities, Inc..**
13. The Agency has the right to withhold payment to General Contractor(s) for any violation of this contract on a per unit basis.
14. General Contractor(s) agrees not to invoice Agency for labor to install any materials deemed damaged or improperly installed.
15. The Agency will terminate the General Contractor(s) contract under these conditions: violation of conduct, theft, or damaged of materials, theft or damage of customer's property, mistreatment of customer, materials installed that are not approved and poor labor performances.
16. **The Agency will verify that no contractor appear on any Federal Debarment list.**
17. General Contractor(s) shall establish, maintain, and utilize internal control systems and procedures sufficient to prevent, detect, and correct incidents of waste, fraud, and abuse in the Weatherization Assistance Programs and to provide for the proper and effective management of all program and fiscal activities funded by this contract
18. General Contractor(s) must attend Contractors Meetings/Training's as required by Agency.
19. General Contractor(s) must have insurance company provide proof of liability insurance and maintain adequate insurance adding Central Texas Opportunities, Inc as additional insured before signing contract.
20. General Contractor(s) must provide Workers' Compensation for all employees.
21. General Contractor(s) must provide proof (provided by insurance company) of and maintain vehicle liability insurance.

**125. REQUIRED CONTRACT PROVISIONS**

Contractors shall include the following contract provisions or conditions in procurement contracts and subcontracts:

- 125.1 Contracts in excess of \$25,000 shall include contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances where contractors violate or breach the contract terms, and provide for such remedial actions as may be appropriate.
- 125.2 All contracts in excess of \$25,000 shall include suitable provisions for termination by the recipient, including the manner by which termination shall be affected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.
- 125.3 All contracts shall include a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, and Department of Labor.
- 125.4 All contracts and sub-grants in excess of \$2,000 for construction or repair shall include a provision for compliance with the Copeland "anti-kickback" Act (18 USC 874) as supplemented in Department of Labor regulations (29 CFR, Part 3). Any suspected or reported violations of this Act shall immediately be reported to Texas Department of Housing and Community Affairs.
- 125.5 Contracts shall include a provision of federal grantor agency's requirements and regulations pertaining to reporting and patent rights under any contract involving research, developmental, experimental, or demonstration work, with respect to any discovery or invention which arises or is developed in the course of, or under such contract.
- 125.6 Contracts shall include a provision with regard to independent contractor status to hold harmless and indemnify contractor from and against any and all claims, demands and course of action asserted by any third party arising out of or in connection with the services to be performed under contract.
- 125.7 Contracts shall include a provision regarding conflict of interest and nepotism.

Contractor covenants that neither it nor any member of its governing body presently has any interest or shall acquire any interest, direct or indirect, which would conflict

in any manner or degree with the performance of this contract. Contractor further covenants that in the performance of this contract no person having such interest shall be employed or appointed by contractor.

No person (1) Who is an employee, agent, consultant, officer, or official of the contractor and who exercises or has exercised any functions or responsibilities with respect to assisted contract activities; or (2) Who is in a position to participate in a decision making process or gains inside information with regard to such activities, may obtain a personal or financial interest or benefit, direct or indirect, in any contract, subcontract, or agreement with respect thereto, or the proceeds hereunder, either for themselves or those with whom they have family or business ties, during their tenure.

Contractor's employees, officers, and/or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from subcontractors, or potential subcontractors.

125.10 Contracts shall include a provision regarding sectarian activity;

Contractor shall ensure that no funds under this contractor are used, either directly or indirectly, in the support of any religious or anti- religious activity, worship, or instruction.

125.11 Contracts shall include a provision to prohibit political activity.

None of the funds provided under this contract shall be used for influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition shall not be construed to prevent any official or employee of Contractor from furnishing to any member of its governing body upon request, or to any other local or state official or employee or to any citizen information in the hands of the employee or official not considered under law to be confidential information. Any action taken against an employee or official for supplying such information shall subject the person initiating the action to immediate dismissal from employment.

No funds provided under this contract may be used directly or indirectly to hire employees or in any other way fund or support candidates for the legislative, executive, or judicial branches of government of Contractor, the State of Texas, or the government of the United States.

None of the funds provided under this contract shall be paid to any official or employee who violates any of the provisions of this section.

125.12 Contracts shall include a provision to prevent fraud and abuse.

Contractor shall establish, maintain, and utilize internal control systems and procedures

sufficient to prevent, detect, and correct incidents of waste, fraud, and abuse in WAP and to provide for the proper and effective management of all program and fiscal activities funded by this contract. Contractor's internal control

systems and all transactions and other significant events must be clearly documented and the documentation made readily available for review by Department.

Contractor shall give Department complete access to all of its records, employees, and agents for the purpose of monitoring or investigating the weatherization program. Contractor shall fully cooperate with Department's efforts to detect, investigate, and prevent waste, fraud, and abuse. Contractor shall immediately notify the Department of any identified instances of waste, fraud, or abuse.

Department will notify the funding source upon identification of possible instances of waste, fraud, and abuse or other serious deficiencies.

Contractor may not discriminate against any employee or other person who reports a violation of the terms of this contract or of any law or regulation to Department or to any appropriate law enforcement authority, if the report is made in good faith.

#### 125.13 Contracts shall include a provision to amend the contract.

Any alterations, additions, or deletions to the terms of this contract which are required by changes in federal law and regulations or state statute are automatically incorporated into this contract without written and administrative code amendment hereto, and shall become effective on the date designated by such law or regulation.

It is understood and agreed by the parties hereto that performances under this contract must be rendered in accordance with federal law and regulations, and Texas State Law Administrative Code and the assurances and certifications made by Department to federal funding agencies with regard to the operation of this program. Based on these considerations, and in order to ensure the legal and effective performance of this contract by both parties, it is agreed by the parties hereto that the performance under this contract may be amended in the following manner: TDHCA, from time to time during the period of performance of this contract, shall issue policy directives which serve to establish, interpret, or clarify performance requirement under this contract. Such policy directives shall be promulgated by the Executive Director or her designee in the form of Issuances, shall have the effect of qualifying the terms of this contract, and shall be binding upon the contractor as if written herein.

Except as specifically authorized by the agency in writing or otherwise authorized by the terms of

this contract, any alterations, additions, or deletions to the terms of this contract shall be amended hereto in writing and executed by both parties to this contract.

125.14 Contracts shall include a provision assuring a legal authority to sign the contract.

Contractor represents that it possesses the practical ability and the legal authority to enter into this contract, receive and manage the funds authorized by this contract, and to perform the services Contractor has obligated itself to perform under this contract.

The person signing this contract on behalf of Contractor hereby warrants that he/she has been authorized by Contractor to execute this contract on behalf of Contractor and to bind Contractor to all terms herein set forth.

Department shall have the right to suspend or terminate this contract if there is a dispute as to the legal authority of either Contractor or the person signing this contract to enter into this contract or to render performances hereunder. Should such suspension or termination occur, contractor is liable to Department for any money it has received for n performance of the provisions of this contract.

125.15 Contracts shall include a provision to the effect that TDHCA, the federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any books documents, paper, and records which are directly pertinent to the contract.

125.16 Contract shall include provisions to require, after final payment and all other pending matters are closed, pertinent record retention for four years after fiscal year end.

125.17 Contracts shall include a nondiscrimination provision that will provide the following assurances:

- a. No person shall, on the ground of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under the contract.
- b. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1990, or with respect to an otherwise qualified disabled individual as provided in section 504 of the Rehabilitation Act of 1973, shall also apply to any such program or activity





**CORNERSTONE**

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## **Sample Contract**

### **SERVICES CONTRACT**

#### **SECTION I. PARTIES TO CONTRACT**

This contract is entered into on this \_\_\_\_\_ day of \_\_\_\_\_, by and between Cornerstone Community Action Agency a private, non-profit corporation hereinafter referred to as "Agency" and \_\_\_\_\_ hereinafter referred to as "Subcontractor". The parties hereto have severally and collectively agreed and by the execution hereof are bound to the mutual obligations and to the performances and accomplishment of the task hereinafter described.

#### **SECTION II. CONTRACT PERIOD**

The period of performance of this contract shall commence on \_\_\_\_\_ and shall terminate. \_\_\_\_\_ . Parties shall have an option of renewal for four years.

#### **SECTION III. CONTRACT PERFORMANCE**

- A. Sub-contractor agrees to furnish materials, labor, transportation, tools, equipment and expenses in performances of this contract.
- B. Subcontractor agrees to perform HVAC services in the county (ies) of \_\_\_\_\_  
\_\_\_\_\_
- C. Sub-contractor agrees to provide HVAC services to each dwelling assigned by Cornerstone Community Action Agency at cost indicated in bid packet.
- D. Sub-contractor understands that refusal of any service request will result in termination of this contract upon denial of an appeal.
- E. Subcontractor agrees to complete each service request received within 7 working days (unless weather or emergency related delay approved by Agency) or be subject to a fine of \$50.00 per day for each day the subcontractor is in violation of the original contract agreement.
- F. Subcontractor is responsible for installation of materials in a manner consistent with good workmanship to meet inspection standards of all applicable building codes, the Department of Energy, the Texas Department of Housing and Community Affairs (TDHCA) and Cornerstone Community Action Agency Subcontractor agrees to replace at his expense any materials which, upon inspection by Agency, are determined to be improperly installed. Corrective work has to be completed within three (3) days of notification by Agency or be subject to a fine of \$50.00 per day each day the subcontractor is in violation of the original. contract agreement.
- G. Subcontractor agrees to make an appointment with the client to do the work, complete the work



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*Community Action Agency*

and assures that itemized invoices for materials and labor are received by the Central Texas Opportunities, Inc. Accounting Department at 118 W Pecan St., Ste. 405, Coleman, TX. 76834 upon completion of each job.

- H. Sub-contractor agrees to contact the Agency office when a change order is necessary to complete a job.
- I. Subcontractor agrees to clean all debris around said property created as a result of the work and dispose of properly.
- J. The Agency agrees to make payment for labor and materials after air conditioners, heaters, water heaters, and refrigerators have been repaired or installed in a manner consistent with good workmanship and final inspection is completed, signed, and dated by the client and a Cornerstone Community Action Agency representative. Should return work be required, payment for the work on that unit will be held until completion of final inspection. Payments are made upon completion of the whole units.
- K. The Agency has the right to terminate contract under these conditions: violation of contract, theft or damage of materials, theft or damage of client's property, mistreatment of client, materials installed that are not approved, poor labor performances and insurance not maintained during contract period.
- L. Sub-contractor agrees not to invoice Agency for any materials deemed damaged or improperly installed when subcontractor is at fault.
- M. Subcontractor may only refuse a unit without contract termination for the following reason:
  - Sub-contractor has deemed unit unsafe due to health and/or safety reasons. Should the appeal of this unit be deemed an acceptable unit upon review, Sub-contractor will be in violation of contract for refusal of unit subcontract.
- N. The Agency has the right to withhold payment to Subcontractor for labor and materials for any violation of this contract on a per unit basis.
- O. Subcontractor shall establish, maintain, and utilize internal control systems and procedures sufficient to prevent, detect, and correct incidents of waste and fraud and abuse in CEAP and to provide for the proper and effective management of all programs and fiscal activities funded by this contract. The sub-contractor's internal control systems and all transactions and other significant events must be clearly documented, and the documentation made readily available for monitoring by Agency.

#### SECTION IV.

No person shall, on the grounds of race, color, religion, sex, national origin, age, handicap if otherwise qualified, political affiliation, or belief be denied employment in the administration of or in connection with any program or activity funded in whole or in part with funds made available under this contract.

#### SECTION V.

The parties shall comply with 18 U.S.C. 874, which provides that no one shall by force, intimidation, or threat of procuring dismissal from employment or by any other manner, induce any person working on public works projects funded in whole or in part by loans or grants from the United States to give up any

part of the compensation for that work. The parties shall comply with the contract work hours and safety standards act, as supplemented by Department of Labor Regulations.

#### SECTION VI.

The Subcontractor shall indemnify and hold harmless the Agency from all liability from loss, damage, or injury to persons or property resulting from the negligence or misconduct of the Subcontractor (including its officers, employees, and agents) committed in the scope of the Subcontractor's employment under this contract.

#### SECTION VII.

Agency covenants that neither it nor any member of its governing body presently has any interest or shall acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of this contract. No person having such an interest shall be employed or appointed by the Agency. No person (1) who is an employee, agent, consultant, officer or official of Agency and who exercises or has exercised any functions or responsibilities with respect to assisted contract activities or (2) who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit, direct or indirect, in any contract, subcontract, or agreement with respect thereto or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure.

Agency's employees, officers and /or agents shall neither solicit nor accept gratuities, favor, or anything of monetary value from Subcontractor or potential Subcontractors.

Agency shall establish, maintain, and utilize internal program management procedures sufficient to provide for the proper, effective management of all activities funded under this contract.

#### SECTION VIII.

The parties shall insure that no funds under this contract are used, either directly or indirectly, in the support of any religious or anti-religious activity, worship, or instruction.



No funds provided under this contract are used in any way to attempt to influence in any manner a member of congress to favor or oppose any legislature or appropriation by congress or for lobbying with state legislators or local elected officials.

#### SECTION IX.

Any change in the terms of this contract as required by a change in state or federal law or regulation is automatically incorporated herein effective on the date designated by such law or regulation. Except as otherwise specifically provided herein no other change in the terms of this contract shall be by amendment hereto in writing and executed by both parties to this contract or by a Letter of Notification (LON).

It is understood and agreed by the parties hereto that performances under this contract must be rendered in accordance with federal law and regulation, and agencies with regard to the operation of this program.

Based on these considerations, and in order to ensure the legal and effective performance of this contract by both parties, it is agreed by the parties hereto that the performance under this contract may be amended in the following manner: agency, from time to time, during the period of performance of this contract, shall issue policy directives which serve to establish, interpret, or clarify performance requirements under this contract.

Such policy directives shall be promulgated by the President or his designee in the form of issuances, shall have the effect of qualifying the terms of this contract and shall be binding upon Subcontractor as if written herein.

Except as specifically authorized by Agency in writing or otherwise authorized by the terms of this contract, any alterations, additions, or deletions to the terms of this contract shall be by amendment thereto in writing and executed by both parties to this contract.

#### SECTION X.

Agency assures and guarantees that it possesses the legal authority pursuant to an official motion, resolution or action passes or taken, giving Agency legal authority to enter into this contract, receive the funds authorized by this contract and perform the services Agency has obligated itself to perform under this contract.

The person signing this contract on behalf of the Agency hereby warrants that he/she has been fully authorized by Agency to execute this contract on behalf of Agency and to validly and legally bind the Agency to all the terms, performances, and provisions herein set forth.

#### SECTION XI.

The parties shall retain the pertinent records relating to the work done under this contract for three (3) years after final payment and all other pending matters are closed. The TDHCA, the federal grantor agency, the comptroller general of the United States or any of their duly authorized representatives shall have access to any books, documents, papers, and records which are directly pertinent to the contract.

For all contracts in excess of \$100,000.00, the parties shall comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738, and the relevant Environmental Protection Agency Regulations.

All contracts for construction or repair shall include a provision for compliance with the Copeland “anti-kickback” Act (18 U.S.C. 874) AS SUPPLEMENTED in Department of Labor regulations (29 C.F.R., Part 3). Any suspected or reported violations of this act shall immediately be reported to the Texas Department of Housing and Community Affairs.

Either of the parties hereto shall have the right, in such party’s sole discretion and at such party’s sole option, to terminate and bring to an end all performances to be rendered under this contract by notifying the other party hereto in writing thirty (30) days prior to such termination.

#### SECTION XII.

Subcontractor does hereby understand the requirement that they have a non-discrimination policy, are identified as an equal opportunity employer, and abide by laws related to non-discrimination. Sub-contractor(s) shall abide by all federal, state, and local laws, rules, and ordinances as they now exist or may be passed in the future, which relate to affirmative action or non-discrimination in serving clients. These include but are not limited to: Title VI of the Civil Rights Act of 1973, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, section 167 of the JTPA, the Americans with Disabilities Act (ADA), Davis Bacon, and the Department of Labor’s regulation at 29 C.F.R. Parts 31 and 32.



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SECTION XIII.

All oral or written agreements between the parties hereto relating to the subject matter of this contract that we made prior to the execution of this contract have been reduced to writing and are contained herein.

Witness our hands effective this \_\_\_\_\_ day of \_\_\_\_\_ approved and accepted on behalf of Cornerstone Community Action Agency a private, non-profit corporation of the State of Texas.

\_\_\_\_\_  
SUBCONTRACTOR

(Name and Address of Subcontractor)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
EXECUTIVE DIRECTOR

Central Texas Opportunities, Inc.  
118 W. Pecan, Suite 405  
Coleman, TX 76801



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